



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

Community Development Block Grant – Disaster Recovery Program
3438 Kronprindsens Gade · GERS Complex 1st Floor · Suite 4
St. Thomas, U. S. Virgin Islands 00802
Telephone: (340) 777-4432 · Fax: (340) 775-7913

REQUEST FOR PROPOSALS RFP 003-2019-DR-STT/STX

ADDENDUM 2

CONSTRUCTION MANAGEMENT SERVICES

Issue date:

April 11, 2019

Submittal deadline:

May 31, 2019

Contact person:

Nicole Roberts
CDBG-DR Procurement Officer
nroberts@vihfa.gov

 *Unlocking the Door to Affordable Housing*



Virgin Islands Housing Finance Authority Community Development Block Grant – Disaster Recovery (CDBG-DR)

3438 Kronprindsens Gade • GERS Complex 1st Floor • St. Thomas, VI 00802
Telephone: (340) 777-4432 • Fax: (340) 775-7913 Email: vihfa@vihfa.gov

ADDENDUM NO. 2 Request for Proposals Community Development Block Grant – Disaster Recovery Program Construction Management Services RFP-003-2019-DR-STT/STX

This addendum consists of twenty-five (25) letter size pages (8.5' x 11").

Addendum No. 2 is hereby made part of the RFP for Construction Management Services, RFP-003-2019-DR-STT/STX, dated April 11, 2019.

This addendum consists of Questions and Answers as follows:

1. Question – Section 4.0: The RFP refers to "... criteria listed in Part 2: Scope of Work and Part 3: Qualifications." **Should this be Section 2.2 Scope of Work and Section 4.0 Qualifications**, or do they refer to some other sections of the RFP?

Answer: Section 4.0 is amended to read as follows:

VIHFA desires that the firm's resources meet or exceed criteria listed in Part 2: Scope of Work and Part 4: Qualifications.

2. Question – Section 4.2: The RFP provides two different lists of "required minimum qualifications" (items i-xi beginning of page 12, and items i-viii beginning on page 13). Some requirements are listed twice, while some are not. **Should we consider both of these lists together to contain all of the required minimum qualifications**, or is one list the preferred one? (And if so, which one?)

Answer: Respondent should consider both lists together to comprise all the required minimum qualifications; and disregard any duplications.

3. Question – Section 7.0: This section states that “The documentation required of the prime Contractor is also required for any subcontractor.” Does this mean that each subcontract must fill out **all** Enclosure Documents and Attachments, or only certain ones (with the prime only filling out forms such as the Enclosure Checklist or the Base Bid Sheet)? Must each subcontractor provide two years of audited financial statements? **Please specify which documentation is required of subcontractors.**

Answer: Each subcontractor shall provide Enclosures A, B, D, E, and F. VIHFA will not request the audited financial statements of each subcontractor. Per Section 7.0 of the RFP, the Contractor shall be responsible for all deliverables specified in the RFP and the proposal. Additionally, per Section 16.1 (A)(iii), of the RFP, the successful bidder must acknowledge it will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors.

4. Question – Section 16.1.B.iv: The RFP refers to “Ability to meet the overall requirements in the timeframes requested by VIHFA.” The only timelines specified appear to be related to start-up. **Please clarify whether any other timeframes are intended here**, or if bidders are only being asked to address the start-up time. How many field officers are required?

Answer: Respondent will be expected to meet the start-up time frame and could meet additional timeframes as the anticipated project timeframes. Respondent should advise what is the number of field officers it would need to complete the outlined scope of work.

5. Question - Section 16.1.B.ix: Bidders are asked to confirm that they have “a written agreement with any person or subcontractor listed in the proposed project staff or team.” **Must the bidders provide copies of these written agreements** (teaming agreements, consulting agreements), or simply confirm that they do exist and can be provided upon request?

Answer: Respondents is not required to provide copies of these written agreements; only simply state the agreements do exist and will be provided upon request.

6. Question – **Section 1.6.1.M.b.g:** Or is the requirement to provide a written agreement met by addressing this section, requiring bidders to “attach any contracts or agreements pertaining to the proposal”?

Answer: See the Response provided to Question #5.

7. Question – Prebid Conference: It is our understanding that at the pre-bid conference, VIHFA indicated that the entire proposal should be limited to 25 pages, including all sections sub-envelopes, forms resumes, etc. however, it will not be possible to meet the RFP requirements in 25 pages; the required forms alone take up 13 pages, and the RFP requirements for the proposal contents take up 6 pages just by themselves. **Please clarify whether page limits include any elements outside of those requested for the Proposal section (Section 16.1.M page 22).**

Answer: The proposal content should be limited to 25 pages and is not inclusive of the form documents and enclosures.

8. Question – Prebid Conference: Please confirm that tabloid fold out pages will count as one page in terms of page-limited sections.

Answer: Tabloid fold out pages will count as one page in terms of page limited sections.

9. Question – **Section 16.1.M:** Section M, Proposal, is limited to no more than 25 pages. However, this section includes some very significant (and potentially lengthy) sections, including all experience and qualifications, team description, approach and methodology, timeline and staffing, management plan, and QA/QC. **Would VIHFA consider increasing the page limit to ensure that bidders can address all of these areas fully and adequately?** Addressing a very similar set of requirements on a recent VIHFA proposal required more than 50 pages.

Answer: VIHFA will prefer that the proposal be limited to 25 pages; however, if Respondent feels that additional pages is needed to address all of the

areas fully and adequately; there will not be a penalty for any pages in excess of 25 pages.

10. Question – **Section 16.1.M:** Please confirm that the 25 page limit is inclusive of only the information requested in Section 16.1.M – Proposal and the items beginning with a. Summary and ending with f. Management Plan and QA/QC and any other cover, table of contents, pages of other required documents or forms required by the RFP are not included in this limit.

Answer: See Responses to Question(s) # 7, 8, and 9.

11. Question – **Section 17.5:** Will VIHFA please provide a draft contract, including any other terms and conditions that will apply to the awarded contract, for review?

Answer: Respondent can view current executed contracts on <https://www.vihfa.gov/disaster-recovery/contracts>.

12. Question – **Section 16.1:** Please confirm that when 11x17 pages are necessary they will be counted as one page?

Answer: Yes, 11x7 pages will be counted as one page.

13. Question – Enclosure Document H Base Bid Sheet: Please clarify this statement “Depending on the structure of the winning bidder’s response, not all costs may ultimately be included in the final contract.”

Answer: The final contract will be derived from the winner bidder’s response and the estimated costs components outlined in Enclosure Document H Base Bid Sheet.

14. Question – **Section 2.2.2:** What other IT Platforms or Systems will proposers be required to integrate with (e.g. Case Management, Grant Management, etc)?

Answer: Currently, the only anticipated IT platforms or systems for integration is the Case Management and Grant Management system.

15. Question – **Section 2.2.2:** What existing or planned IT Platforms or Systems are in use on the CDBG-DR Program (e.g. Case Management, Grant Management, etc.)?

Answer: Currently, the Case Management system.

16. Question - **Section 2.2.4:** How and to what extent will homeowners be involved in the design process?

Answer: Homes are designed to the pre-existing floor plan. The homeowner will be allowed to attend 2 meetings with the architecture for one hour at each meeting for the initial and final design meeting, if required.

17. Question – **Section 2.2.4:** What design, equipment, or finish decisions will homeowners be able to make?

Answer: VIHFA will be developing a standardized list of design and finishing features.

18. Question – **Section 2.1.1:** Please confirm that work for environmental assessment, estimating, monitoring and/or historic preservation will be performed by other providers?

Answer: The work of Environmental assessment will be performed by other providers. The selected Construction Management firm will be expected to develop a construction cost estimate for each home and be expected to monitor the daily construction activities being performed on the site. The VIHFA Project Managers and the Construction Management Firm will be responsible for managing the reconstruction and rehabilitation of homes in the Historic Preservation district.

19. Question – **Section 2.1.1:** Who will manage these environmental remediation and/or historic preservation providers/activities?

Answer: VIHFA's Project Managers will manage the environmental remediation and/or historic preservation.

20. Question – **Section 2.1.1:** Who is going to perform the physical work of environmental health hazard remediation (lead, asbestos, mold, radon, etc.) at home sites?

Answer: Other entities will perform the physical work of environmental health hazard remediation.

21. Question – Who is going to perform geotechnical and soils engineering services if required?

Answer: Other entities will perform geotechnical and soils engineering services if required.

22. Question – Who is going to perform site survey services if required?

Answer: Site survey will be the responsibility of the selected Construction Management firm that undertakes A&E services, as needed.

23. Question – **Section 2.2.3.1.e:** What role will proposer take in prequalification and contracting of Construction Contractor pool?

Answer: The proposer will not have a role in the prequalification and contracting of the Construction Contractor pool.

24. Question – **Section 2.2.3.1.e:** What are the VIHFA CDBG-DR competitive requirements and/or restrictions for procuring contractors (low bid, unit rates, etc.)?

Answer: The competitive requirements of this Request for Proposal is outlined in Section 17.0.

25. Question – What liability does the offeror/designer of record have for the overall structures where scope is limited to repair?

Answer: The offeror / designer of record shall have professional liability that covers the design solution and the effects therein on the overall structure.

26. Question – Please describe the design review process and required progress submittals.

Answer: VIHFA's Senior Project Manager shall approve the final design and progress submittals.

27. Question – What is the program policy regarding compliance with accessibility ADA requirements for new and repaired residences, such as existing conditions not within the program scope?

Answer: Accessibility ADA requirements for new and repaired residences will be determined on a case by case basis.

28. Question – **Section 2.2.3:** Please identify any sustainability related requirement and/or certification, (i.e. LEED, Energy Star, etc.).

Answer: VIHFA's approved Energy Star Program, which will be provided to the successful bidder.

29. Statement – **Section 29:** Performance and payment bonds are not typically relevant to professional services, and rather only physical construction services. Please consider removing this requirement for this professional services contract.

30. Question – **Section 29:** Performance and payment bonds are not typically relevant to professional services, and rather only physical construction services. If VIHFA does require bonding, would provision of only a payment bond for the amount of subcontracted services be considered without a performance bond?

Answer: As noted, this is a professional services contract and a payment and performance bond is not required.

31. Question – **Section 29:** Performance and payment bonds are not typically relevant to professional services, and rather only physical construction services. Notwithstanding the question above, if VIHFA does require bonding, would HFA consider requiring bonds be on a year to year basis versus be for the overall 2-year time period?

Answer: See the response to Question #30.

32. Question – For purposes of calculating damage proportion to a home, what method to determine property value will be used by the Program?

Answer: The bidder should provide the type of methodology proposed to be used to determine property value as part of its proposal.

33. Question – Do “subcontractors” referred to in item M.D.K. refer to other service providers to be contracted directly to VIHFA or additional subcontracting to the proposer? M.D.K. “. . .strategy for recruiting and hiring any subcontractor that are essential to the Program’s success but have not yet been identified. Additionally, describe how the proposer will work with and assist with managing the selected subcontractors”.

Answer: The subcontractors are the other service providers to the proposer.

34. Question – Please confirm that homeowner relocation coordination be conducted by Case Manager. If not, please describe the program requirements and role that proposer will serve in such services.

Answer: Homeowner relocation coordination will be conducted by the VIHFA and/or Case Manager.

35. Question – What is the invoice approval process and what parties are required to approve program invoices from proposer and program contractors?

Answer: The Construction Management Firm’s invoices shall be submitted to the CDBG-DR Senior Construction Manager for review and processing.

36. Question – Enclosure Document G: Please clarify how many years Letters of Concern are to be provided for and from which government agencies?

Answer: Letters of Concerns going back to five (5) years preceding the RFP, (inclusive of the current year) and from any government agency.

37. Question – Section 2.2.4: Will we be responsible for directly coordinating with DPNR and any other regulatory agency required for inspections?

Answer: At this time, it is not envisioned that the Construction Management Firm will be responsible for coordinating home construction/repair inspections with DPNR and any other regulatory agency.

38. Question – We would like to confirm if the program doesn’t require Bid Bond nor Payment and Performance Bond. Would it be audited financial states only?

Answer: See the response to Question(s) # 30 and 31.

39. Question – We would like to clarify if the proposal will be stated for the first phase one (500 to 1,000 units) or does it include the second phase (5,000 units)?

Answer: The proposal should be both phase one and phase two.

40. Question – We would like to clarify the payment term since they're not described in the documents.

Answer: Payment terms will be negotiated upon selection of the winner bidder.

41. Question – Could it be clarified the difference between the term “reconstruction” and “repairs” for this program?

Answer: See Section 2.1.1 of the RFP which defines the terms “reconstruction” and “rehabilitation”. Also refer to the Homeowner Rehabilitation and Reconstruction Program Policy Section 4.1 and 4.2 (<https://www.vihfa.gov/sites/default/files/USVI%20Homeowner%20Reconstruction%20Rehabilitation%20Program%20Policy%20V.1.pdf>).

42. Question – Will the payments be issued through pay for pay or by invoice only?

Answer: Payments will be issued through detail invoices of services performed against the scope of work.

43. Question – Will we have access to the plans and data from previous companies or will we be starting over the whole process?

Answer: The STEP program was not a rehabilitation or reconstruction program. It did not address reconstruction; thus, there are no plans from a previous company. It is anticipated that the Construction Management firm will be starting from the beginning if the homeowner does not have existing plans or if the homeowner did not receive assistance from the STEP or Permanent Roof Repair Program. It is also anticipated that the previous program may have prepared plans for homes that will be included in this program; however, this firm will be required to validate the scope of work and design to ensure that the scope is adequate to address the full repairs and/or reconstruction.

44. Question – In terms of specifications for construction work, will we be using the USVI construction code (USVI (DPNR) STRONGER HOMES 2018-4-13) or does the scope of work require redesigning all the plans?

Answer: The Stronger Homes 2018-4-13 will be used in conjunction with 2018 International Building Code.

45. Question – Will we be working on units that were left out from previous programs like STEP Program and Roofing Program?

Answer: Yes, there will be units left out from programs like the STEP Program and Roofing Program.

46. Question – Enclosure Document C in the RFP document only provides for Contractor Corporate Documents for Corporation, LLCs, and Sole Proprietors. Please specify which Contractor Corporate Documents will be required for LLPs. Will HFA be issuing an amended Enclosure Document C that incorporates this revision?

Answer: No, an amended Enclosure Document will not be issued to incorporate this revision; however, Respondent should provide the required corporate documents for LLPs.

47. Question – Section 2.2: For CDBG-DR CM services, the construction manager (CM) typically provides oversight of contractors and enforces the terms of homeowner agreements. The CM acts as the owner's agent in this role. The contractor, in a design/build type of procurement, will then hire an engineer or architect, as applicable, to perform any required engineering or architectural design services. If the role of the CM were to shift from owner's agent to a provider of engineering or architectural design services, a conflict of interest would result. In such an event, the CM would have the dual responsibility of providing the required design services and assessing the quality of those very same services. Therefore, limiting the CM to its traditional CDBG-DR CM role and responsibilities and having any required design services procured by the contractor would avoid the creation of a conflict of interest on the part of the CM and, thereby, protect the Housing Finance Authority as owner. Will VIHFA modify proposal Section 2.2.4 to exclude engineering and architectural design services from this procurement?

Answer: VIHFA, and not the Construction Management Firm. The hired firm will not act as the owner's agent in this program; thus relieving any conflict of interest by the hired firm in providing the required design service and assessing the quality of those services.

48. Question – Section 2.1.1: Will the Reconstruction of Destroyed/Severely Damaged Homes:

- a) be defined by the 50% Rule (allowing new construction of homes if the cost of repairs exceed 50% of the cost of replacement)?
- b) allow for relocations when existing site is high risk or too costly to prepare?

Answer: a) New construction of homes will not be defined by if the cost of repairs exceed 50% of the cost of replacement.
b) No.

49. Question – Section 2.1.1: For reconstruction that require (partial or total) demolitions, will the CM be responsible for overseeing or providing debris removal/disposal services?

Answer: The CMT will not be responsible for overseeing or providing debris removal/disposal services. The Construction Management Firm may be tasked to develop the full scope of services needed to rehabilitate or reconstruct the home including but not limited to demolition.

50. Question – Section 2.1.1: Will the CM be required to evaluate applications and confirm applicants' eligibility?

Answer: No.

51. Question – Section 2.2.1: Is the CM responsible for performing site environmental review and/or historic preservation assessments?

Answer: No. See the response to Question #18.

52. Question – Section 2.0 & 2.2.3.1: Will the CM manage the design of others or be required to provide design services (up to construction documents)?

Answer: The Construction Management Firm will be responsible for design services.

53. Question – Section 2.3.1: Will the CM assist VIHFA or be responsible for producing list of sub-contractors?

Answer: VIHFA will be responsible for producing the vendors to provide environmental reviews, other services.

54. Question – Are program subsidies capped in amount for a single beneficiary?

Answer: The program subsidies are cap at the housing program solution level.

55. Question – Section 1.1: With respect to the damage estimates referenced in the RFP:

- a) Can these reports be made available for review by the Proposer?
- b) Will the CM be expected to validate each of these assessments?

Answer: a) The report referenced in Section 1.1 will not be made available for review.

b) The Construction Management Firm will not be expected to validate these assessments referred to in Section 1.1.

56. Question – Section 17.0: For the purposes of calculating computed cost scores, will the Housing Authority only consider the four positions pre-populated in the bid sheet or will the Housing Authority also account for additional key personnel estimates?

Answer: The VIHFA will consider additional key personnel estimates based on Respondent's approach and methodology proposed to accomplish the project's scope of work.

57. Question – Enclosure Document H: Following up from above, should bidders include an additional sheet per the note included on page 39 in the base bid sheet?

Answer: Yes, per the Bid Sheet, 3rd paragraph note, Respondent is requested to provide additional sheet detailing position, # of staff, etc.

58. Question – Enclosure Document H: Please confirm the base bid sheet is for only evaluating bids and the Housing Authority will not use the estimated total value as a not-to-exceed contractual value.

Answer: The VIHFA will use the base bid sheet as an basis for the estimated total value to determine the not-to-exceed contractual value and is not limited evaluation of bids. Respondent shall also refer to Section 17.5 "Contract Award and Execution" of the RFP.

59. Question – Enclosure Document H: Does the Housing Authority anticipate using the hourly rates respondents submit in their base bid sheets as contractual hourly rates?

Answer: Yes. See Response to Question #58.

60. Question – Enclosure Document H: Please confirm if respondents are required to account for travel, housing and per diem in their hourly rates. RFP asks respondents to provide fully burdened hourly rates while the base bid sheet includes a separate line item for travel, housing, and per diem.

Answer: Respondent should provide the weekly lump-sum cost for travel, housing and per diem costs, as requested on the Enclosure Document H and provide an itemized line item for travel, housing and per diem on an additional sheet. Hourly rates should not be burdened to account for travel, housing and per diem.

61. Question – Would like to know the terms of payment would be since they are not clear in the RFP (30, 60, 90 or more days)?

Answer: See the response to Question #40.

62. Question – Page 16 of the RFP states: “The documentation required of the prime Contractor is also required of any subcontractors.” Which documentation specifically does this refer to? In other words, do the subcontractor(s) need to fill out all of the Enclosure Documents, etc.?

Answer: See the response to Question #3.

63. Question – Who other than VIHFA will the selected CM be responsible to report to? For example will there a Program Manager between the CM and VIHFA?

Answer: The CM will report to VIHFA and will be expected to work in conjunction with the Case Management firm.

64. Question – Please specify payment terms with actual calendar days.

Answer: See the response to Question #40.

65. Question – Will each home have a warranty period once completed? If so will the CM Be responsible for managing the warranty period?

Answer: Yes, each home will have a warranty period. The CM will not be responsible for managing the warranty period.

66. Question – Who will be responsible for locating temporary housing for homeowners that are required to move out during construction?

Answer: VIHFA anticipates hiring a Relocation Specialist to handle these services.

67. Question – How are unforeseen conditions going to be handled? i.e., unstable soil conditions, inaccessible properties, etc.?

Answer: Unforeseen conditions will be handled on a case by case basis.

68. Question – In many instances the utilities are inadequate or non-existent (water, electricity and sanitary). What is the accepted approach for dealing with this situation?

Answer: Utilities that are inadequate or non-existent will be added to the scope of work to make the home safe, habitable and sanitary.

69. Question – Will the program require ADA compliant homes? Or will this be decided on a case by case basis or individual homeowner need?

Answer: It will be decided on a case by case basis / individual homeowner need.

70. Question – Section 2.2.6.C: Could you clarify the Green Building requirements to be incorporated in the design and provide us with the VIHFA Green Building Retrofit Checklist as mentioned in section 2.2.6.C.

Answer: The VIHFA Green Building Retrofit Checklist will be presented to the successful CM.

71. Question – Section 2.2.1: The RFP documents, under Section 2.2 Scope of Work indicates that the construction manager will be required to assist in the permitting process and resolution of regulatory issues. Could you further define the level of assistance expected from the Construction Manager and who will be the responsible party that the CM will be assisting with respect to permitting and regulatory issues?

Answer: The assistance is limited to providing the engineered plans and/or scope of work as required. The VIHFA and CM will be responsible for coordinating with DPNR Building Permit Division and Historic Preservation Division.

72. Question – Could you please confirm that environmental services such as asbestos and lead paint survey and testing (on homes to be demolished, reconstructed, repaired or rehabilitated) is not part of the CM scope of work or these services will be performed under a separate contract by VIHFA. Also confirm that the permitting related to these environmental items will also be performed by others.

Answer: See the response to Question #18.

73. Question – Section 1.1: Regarding the number of residences listed in the Context section, how many residences by category are scheduled to be inspected? Are these residences ready for inspection or is the number to the first part of this question an estimation? When will the true number of residences be available to the respondent community?

Answer: The numbers in both phase one and phase two are estimations. As applicants / homeowners become qualified for the program, the actual number of residences will become known to VIHFA and the CM.

74. Question – Section 1.2: For individual home final inspections, will the project be considered closed out once the applicant/property owner signs off on the completion of the work or will a second inspection be necessary from the VI Housing Finance Authority?

Answer: VIHFA will complete its own final inspection prior to applicant/property owner will sign off. The project is considered close and complete when the VIHFA accepts the construction work.

75. Question – Section 2.2: Does a hotline need to be established for residents to inquire about their property or will this information be transferred through case management?

Answer: The information will be transferred through the case management firm and is expected to be accessible through a secure web portal.

76. Question – Section 2.2: Is there already a predetermined rate at which the subject properties will be delivered to the contractor for the initial site assessments?

Answer: No.

77. Question – Section 2.3: How will the initial site assessments be delivered? Paper, electronic, through portable hard drive, secure cloud-based or FTP type communication, website, etc.

Answer: VIHFA does not have a set preference and will let the proposer set forth its best solution in its proposal.

78. Question – Section 6.0 & 21.0: Paragraph 6.0 Price and Payment page 15 indicates that any hours worked over 40 will require approval and will be paid at the same hourly rate. However, paragraph 21 DAVIS-BACON ACT page 48 indicates that the contract is subject to the Davis-Bacon Act which by law requires payment of wages at 1.5 times the base salary for any hours over 40. If employees are subject the DBA, how is the contractor to get reimbursed for this premium?

Answer: Persons employed in a bona fide executive, administrative, and professional capacity are not covered under the Davis-Bacon Act. As part of the CDBG-DR program, there are several contractual provisions that are required to be part of the contract; although those provisions may not be directly applicable.

79. Question – Section 7.0: For the Enclosure Documents that need to be completed and submitted, are subcontractors exempt from any of the forms (for example the Base Bid Sheet)?

Answer: See the Response to Question #3.

80. Question – Section 16.1.M: Please confirm that the 25-page limit is for the response to Section M in the proposal, and that other required documentation and response not listed in Section M is outside of the 25 page limit.

Answer: See the Response to Question(s) # 7 and 9.

81. Question – Section 4.2: Is the Respondent required to have commercial and/or residential license?

Answer: The Respondent is required to have the requisite licenses needed to provide the services contemplated in this RFP.

82. Question – Section 4.2: If commercial and/or residential license are required, will selected firm be given the opportunity to obtain USVI reciprocity?

Answer: The successful contractor will be required to obtain the appropriate VI business license prior to the execution of any formal written agreement.

83. Question – Section 4.2: Please clarify if the financial statements should be placed in a sealed and properly marked envelope? The proposal states that financial will only be opened after respondent is short listed.

Answer: Per Section 4.2 (iii) Respondents are requested to provide financial statements for the past two (2) years; which should be included as part of the other submissions in a sealed and properly marked sub-envelope #1. Enclosure Document H “Bid Sheet” should be the only submission included in sub-envelope #2.

84. Question - Section 4.2: Where in the proposal are the financial statements be inserted?

Answer: See the Response to Question #83.

85. Question – Section B: For clarification, are resumes counted in the 25-page max?

Answer: No.

86. Question - Section M: Will front and back pages of proposal be considered one page?

Answer: Yes.

87. Question – Section 4.2: Will bonding be required for this procurement?

Answer: See the response to Question #30.

88. Question – Section 2.2: Will the Anna’s Retreat area be a part of this scope?

Answer: Areas impacted by the storm are likely to be a part of this scope, except properties owned by the Virgin Islands Housing Authority.

89. Question -Is there any possibility of extending the bid submission date for additional two weeks?

Answer: The bid submission will be extended to May 31, 2019.

90. Question –Do we need to provide full architectural drawings for each individual house or structure that has been effect and assessed by our team?

Answer: Architectural drawings are required for those homes where the specific details are needed to direct the level of repairs and/or reconstruction.

91. Question – It can be very challenging to address VIHFA’s answers in our proposal with only one week between receipt of answers and the submittal date. Will VIHFA please post answers to respondent questions as they are complete rather than as one set on 16 May?

Answer: See Response to Question Number 89.

92. Question – Does VIHFA have any program owned hardware (e.g. tablets, smartphones, monitors, computers) that proposer should plan on utilizing to offset costs? If so, please indicate platform (e.g. App iPad, Apple iPhone, Lenovo Laptop to allow proposers to validate platform tool application.

Answer: No.

93. Question – Will VIHFA please remove Project Description from the page count to allow respondents to comprehensively describe relevant past experience?

Answer: See the Response to Question(s) # 7 and 9.

94. Question – Section 2.0: Will the selected offeror be responsible for scheduling Damage Assessments with homeowners or is that another provider’s responsibility?

Answer: Respondent will be expected to work in conjunction with the Case Manager to schedule damage assessments with homeowners.

95. Question – Section 4.2: RFP Section 4.2 [REQUIRED MINIMUM QUALIFICATIONS OF RESPONDENT] contains approximately 29 items. These items are not itemized in section 16.1 [BID PACKAGE FORMAT & PROPOSAL CONTENT]. Does VIHFA want a direct response to the 29 items listed in Section 4.2?

Answer: Yes, Respondent should provide a direct response to items listed Section 4.2.

96. Question – Section 4.2: RFP Section 4.2 [REQUIRED MINIMUM QUALIFICATIONS OF RESPONDENT] contains approximately 29 items. These items are not itemized in section 16.1 [BID PACKAGE FORMAT & PROPOSAL CONTENT]. If VIHFA wants direct response to the 29 items, may we provide this response in a separate Tab? There are not sufficient pages allowed in Section 16.1 Item M [25 page limit], to address Section 4.2 along with the other requested items.

Answer: [See the Response to Question\(s\) # 7 and 9.](#)

97. Question – Enclosure Document G: This request is typically bound by a period of time such as the last year, and only concerned with open issues. Will VIHFA please provide a timeframe with respect to the Letter of Concern Notifications (for example, with the past two years preceding the RFP)?

Answer: [See the Response to Question 36.](#)

98. Question – Section 29: The bid guarantee requirement per the RFP is for 5% of the bid price. As VIHFA reserves the right to award to multiple respondents, the value of a single award may be significantly lower than the bid price for which a guarantee is provided. Therefore, it is requested that VIHFA reduce the guarantee requirement to a flat dollar value of \$250,000. This amount is still significant without placing an undue bonding burden on any one company.

Answer: [No, VIHFA will not reduce the bid guarantee.](#)

99. Question – Base Bid Sheet: The Base Bid Sheet Section 1, includes four Key Personnel categories with a “# of staff” for each one. Are respondents to identify multiple staff in each category here; for example, under “Inspector” should every proposed Inspector be included? Or should only one be included here as the key personnel and additional Inspectors be listed on the additional sheet as other staff?

Answer: [Respondent should provide the number of staff for each Key Personnel; but identify multiple staff in each category \(including respective rates if different per Key Personnel\) on an additional sheet.](#)

100. Question – Base Bid Sheet: The Base Bid Sheet Section 1, includes four Key Personnel categories. Are respondents to list only those four individuals on the bid sheet and list all other staff on an additional sheet?

Answer: See the response to Question #99.

101. Question – Base Bid Sheet: The Base Bid Sheet Section 1, includes four Key Personnel categories **and** a column for number of staff. How do you want the column “number of staff” to be used in conjunction with the four key staff positions listed?

Answer: See the response to Question #99.

102. Question – Base Bid Sheet: Are Non-Key Personnel staff (“Other Staff”) also to be listed on the additional sheet, as well as, additional key personnel not listed in the table?

Answer: Yes.

103. Question – Section 3.0: Section 3.0 subsection a. et seq. identifies “Key Personnel” “Additional Key Personnel” and “Other Staff”. Will VIHFA please distinguish between “Additional Key Personnel” and “Other Staff”?

Answer: See the response to Question #99.

104. Question – Section 3.0: Section 3.0 subsection a. et seq. identifies “Key Personnel” “Additional Key Personnel” and “Other Staff”. Will each of these designations evaluated or scored differently?

Answer: Respondents will be evaluated per the evaluation criteria listed in Section 17.0 of the most responsive bid.

105. Question – Base Bid Sheet: How will VIHFA evaluate and score pricing? Will it be on the base bid sheet only or the total of all pricing, including the “Other Staff” identified on an additional sheet?

Answer: See the evaluation criteria listed in Section 17.0.

106. Question – Please provide the anticipated number of eligible applicants per month ready to perform Damage Assessments on. This will allow the appropriate staffing of assessors and inspector.

Answer: See the response to Question #73.

107. Question – Would an unsuccessful respondent be allowed to participate as a Subconsultant under the successful respondent?

Answer: As each respondent must identify each proposed subcontractor for which there exists a written agreement as part of its proposal and respondent will be held to those identified subcontractors, VIHFA does not envision how a un successful respondent will be become a subconsultant to the successful respondent.

108. Question – Would the successful respondent be allowed to alter (increase/decrease) their workforce based on the current needs of the program over time.

Answer: Yes; however, provided that written justification is furnish and written confirmation/approval is received from VIHFA of the increase or decrease in workforce.

109. Question – Would the cost of the increase be borne on the successful bidder or would fees be negotiated and adjusted accordingly upon VIHFA approval.

Answer: Costs and fees will be negotiated accordingly between the parties.

110. Question – Section 2.1: Will this contract cover the entirety of the VIHFA Construction Management Services, or will a future RFP be issued for remaining homes not included in this opportunity?

Answer: This contract is expected to cover the VIHFA construction management services for the homeowner rehabilitation and reconstruction program and the rental rehabilitation and reconstruction programs under the CDBG-DR program.

111. Question – Section 2.1: The RFP references a priority of 500 to 1,000 homeowners and a second priority that may include up to approximately 5,000 homeowners. What is the total number of homeowners anticipated to be included under this contract.

Answer: See the response to Question #73.

112. Question – Section 2.1.2: Does this section address residential homes, multi-unit complexes, or both?

Answer: This section refers to residential rental units consisting of 1 – 20 units.

113. Question – Section 2.2.3.2.t: Please clarify the analysis being requested from the DR Housing Program Construction Manager for equipment failures and outages to identify trends and areas needing improvements.

Answer: As the selected construction managers over various construction projects, all possible delay factors should be identified and brought to the attention of VIHFA through written reports and the CM should potential identify any trends noted to address future issues or possible obstacles to the program.

114. Question – Section 2.0 and 2.2.4: Regarding providing design services and providing engineered blueprint, is the CM team expected to perform engineering design services, or will it be competitively bid.

Answer: Yes, the CM will be expected to perform engineering design services per Section 2.2.4 of the RFP.

115. Question – Section 7.0: “The documentation required of the prime Contractor is also required for any subcontractor.” Please advise specific documentation required.

Answer: See the Response to Question # 3.

116. Question – Section 3.0: VIHFA states the Key Personnel experience may come from a “related field.” Please define what are acceptable fields pertinent to this Minimum Qualification?

Answer: In the approach and methodology, Respondent can identify and explain the key personnel's experience from a "related field" which may be deemed comparable to positions listed on Enclosure Document E, the bid sheet.

117. Question – Section 16.0: When hand delivered to Nicole Roberts, are there any requirements for entry into the GERS Complex 1st Floor for Suite 4 in St. Thomas?

Answer: No.

118. Question – Enclosures Attachments: Can the VIHFA provide the enclosures and attachments in an electronic format (MS Word or Form fillable PDF)?

Answer: Yes, VIHFA will be able to provide the attachments in an electronic format, which should be available upon posting of these questions. VIHFA thanks you for this recommendation.

119. Question – Section 2.2: Please confirm whether the Territory already has design drawings for bid and what mechanism will be used to price the work (.such as Xactimate based). Also, please confirm whether there is a bid book for unit pricing that is provided to contractors.

Answer: The Territory does not have design drawings for bid. There is not a bid book for unit pricing

120. Question – Section 2.2: What time in the process does the Contractor make the bid (Damage Assessment phase or after complete bid documents are prepared and permits are obtained)?

Answer: After the damage assessment phase and the scope of work is completed.

121. Question – Section 16.1.M: Please clarify that only the proposal under Section M is limited to 25 pages, and that the rest of the contents of Sub-envelope 1 and Sub-envelope 2 are not restricted in terms of page count.

Answer: See the Response to Question(s) # 7 and 9.

122. Question – Section 16.1.M: Please confirm that 11 x 17 pages are allowed and would count as one page as stated in the pre-bid conference.

Answer: See the response to Question #12.

123. Question – Section 16.1.M: Does the 25-page limit for the proposal exclude required forms?

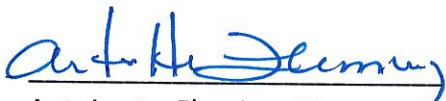
Answer: See the Response to Question(s) # 7 and 9.

124. Question – Section 2.1: This priority of the program is expected to serve approximately 500 to 1,000 homeowners. The second priority may include up to approximately 5,000 homeowners. How many rental units are there?

Answer: The actual numbers of rental units is not known.

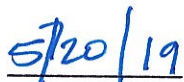
All other requirements and provisions of RFP-003-2019-DR-STT/STX, Housing Construction Management Services, shall remain in full force and effect.

Each proposer shall make reference in his Proposal to Addendum 2 to the RFP Documents. Failure to do so may result in the Proposer's disqualification.



Antoinette Fleming, Director

Community Development Block Grant – Disaster Recovery



Date

COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY

PRE-PROPOSAL CONFERENCE

ATTENDANCE SIGN IN SHEET

RFP 003-2019-DR-ST/STX CONSTRUCTION MANAGEMENT SERVICES

Name	Organization	Telephone #	Email Address
Nicole Boothman-Skypard	AECOM	703.328.7215	Nicole.E
Alexander Terpakis	AECOM	305-877-9419	Alexander
Karla Mulford	AECOM	(225) 408-9588	Karla.1
Juan Alberto Ocasio	ALPROEM Engineering Contractors Corp.	787-396-4053	albert
Miguel Ruiz	Standing Construction Group	(787) 912-3948	Stand
Wahmy Rivera	APM	787-242-0997	Wahmy
ARIES VIVIAN	CSA GROUP	787.462.7062	aries
Jomo Fagan	Thompson Consulting Services	404-547-8055	JFag
Brian Turnbull	GRANT Engineering	340-244-0809	btu
Chris Turner	Berons Services	847-901-8611	chris
Harley Young	Berons Services	334-208-9533	hyoung
Shadrach Gibbs	Sevel of The South	678-414-6297	shadrach
Glenn Bauthier	Waggoner Engineering	853-335-1723	Glenn
Anthony Belister	WAGGONER ENGINEERING / RESILIENCE	504-722-3881	Anthony
ALAIN LEROY	BDO USVI	340 776 0640	ALER

Name	Organization	Telephone #
Richard Mataliana	ApTim	714-402-4640
Mo. Feather	CPC	(340) 776-9707
EDMUND BLAIZE	CPC	(340) 690-7909
Graffeo Rodriquez	CPC	(340) 344-1656
Pamela Gieger	Independent Consultant	384-854-0058 (pageigel@cs.chetmail)
Julius Hubain	ESS Project Management group	340 626 7919
Jack Hunt	HGT	(225) 555-8543
JAMES O'KEENEY	ApTim	213-215-0017
Heather Dodson	WOB	444 985 2119
Lue Westendick	WOB	505-205-2682
Tony Torre	Gann Earth Systems	787-481-4543
Wystan Benjamin	CRANT ENGINEERING	(340) 690-2306
Bill Wess	Deves Ten.	984 929 8934
Jorge M. Saez	ApTim	865-850-7300
Derek Gabriel	ApTim	340.344.6287
Xavier Mahner	Green Earth	787-56-5647
Jeffrey Boschulte	Boschulte Architecture, LLC	(340) 344-6139

Email Address

[illegible]